



## **WESTCLIFF HIGH SCHOOL FOR BOYS JOB DESCRIPTION: LIBRARIAN**

The Librarian will be accountable to the Assistant Head with responsibility for the Library. This includes:

- Working with the Assistant Head with responsibility for the Library to develop and maintain an effective Library and digital resources provision, which is regularly reviewed (completing an annual self-evaluation and development planning exercise each academic year) to ensure that the School's development priorities are met.
- Line managing the Assistant Librarian to ensure effective communication and continuity between morning and afternoon sessions, and a consistently high quality library service for pupils and staff across both sessions.
- Ensuring the Library and digital resources provision is a significant and effective source of pupils' independent learning, by making recommendations on how that might best be effected and to ensure that systems agreed are intelligently and comprehensively implemented.
- Liaising with Heads of Departments and Pastoral Leaders and other relevant staff (meeting them at least twice each academic year) to ensure a close match between the School's curriculum and the resources available to support class and independent study.
- Supporting the operation and development of the School's Breath Studies Programme (including EPQ) and LAMDA programme, meeting with the relevant staff periodically to ensure effective provision.
- Organising and managing special events (for example, World Book Day and World Poetry Day) at least once per academic term to motivate and encourage reading and research. Promote the use of the Library for book readings by authors (e.g. liaising with the organizers of the Essex Book Festival).
- Organising and managing the Lower School Book Club to promote reading.
- Ensuring the effective organisation and management of the Library, digital resources and other resources/facilities falling under this post holder's remit.
- Maintaining and updating information, within areas of responsibility, held on the School's database system/s including archive files and historical data.
- Supporting and encouraging the School's ethos and its objectives, policies and procedures.

### **Duties and responsibilities**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headmaster, Assistant Head with responsibility for the Library, or Director of Resources & Support Operations.

## Operational

- S/he shall establish and maintain good relationships with all pupils, parents/carers, visitors, colleagues, professionals and suppliers.
- S/he shall understand and implement the School's behaviour policy and code of conduct including the issuing of rewards and sanctions. S/he will be mindful at all times of the values the School seeks to inculcate, maintaining a 'professional' attitude towards pupils, being helpful and supportive, exerting disciplinary authority, insisting on appropriate modes of address and fully observing the School's policies including Child Protection.
- S/he shall organise and manage the Library's learning resource provision (including digital provision), setting up and regularly updating a comprehensive reference catalogue.
- S/he shall manage and supervise pupil access, loans and returns.
- S/he shall ensure the efficient day-to-day administration of the Library and that problems with fabric and furniture are promptly reported. This includes proper classification, cataloguing, retrieval and repair of all learning resources as necessary. S/he must ensure books are neatly stacked in accordance with Dewey numbers, that returned items are promptly shelved and that security is maintained at all times
- S/he shall ensure that the privacy and orderly environment of the Library Office is respected and that congregation is avoided around the administrative desk.
- S/he shall train, develop and supervise a team of student library assistants.
- S/he shall maintain a computer-based record of stock and loans and to use this to produce management information as requested. S/he shall ensure data is safely transferred when database system/s are introduced and/or changed.
- S/he shall produce monthly ICT based reports (format decided by the Assistant Head with responsibility for the Library) analysing the use of the Library resources and providing recommendations for necessary operational adjustments and improvements.
- S/he shall report technical faults relating to the School database system/s and equipment to the Network Manager in accordance with School reporting procedures, and track progress of resolutions.
- S/he shall maintain the Library as an inviting and orderly study environment for students and staff, ensuring a positive working atmosphere at all times (maintaining the rule of silence), and ensuring that it complies with health and safety requirements.
- S/he shall ensure that pupils at all times behave in a manner appropriate to the environment avoiding foul language, damage to furniture, eating and drinking, the use of mobile phones, and chatter. S/he should liaise, as appropriate, with the Assistant Head with responsibility for the Library on disciplinary issues.
- S/he shall liaise with Heads of Department and other staff as appropriate (meeting at least twice per academic year) regarding curriculum development in order to ensure that the learning resource (including digital resources) provision reflects the current curriculum and needs of the School.
- S/he shall liaise with subject departments in order to maintain a reference only section containing at least five copies of each subject's GCSE and A Level textbooks. These textbooks must never be removed from the Library.
- S/he shall support the School's objective to ensure that the Library is a major focus in the School's drive to improve standards of literacy and to support the development and operation of the School's Breadth Studies (including EPQ) LAMDA programme, meeting with the relevant members of staff periodically to agree appropriate strategies.

- S/he shall ensure that the Library is both accessible and attractive to different groups of pupils, including pupil premium students, students with special educational needs, and EAL pupils.
- S/he shall offer guidance to pupils on reading materials and to help foster in pupils the habits of reading and study. S/he shall also ensure that information about the Library is made accessible to pupils in as instructive a manner as possible, using noticeboards and other means.
- S/he shall provide advice, instructions and/or assist teachers and students in the use of the Library and other learning resources and create instruction manuals as required. S/he will engage directly with the teaching staff on teaching and learning and encourage teachers to integrate appropriate Library use within their own teaching provision.
- S/he shall manage the Library Budget, respecting the ear-marked funding made available, in order to make the best possible provision for pupils throughout the School. The proposed purchasing plan must be discussed with the Assistant Head with responsibility for the Library.
- S/he shall purchase, maintain and renew all forms of learning resources, including books, digital resources and other non-book materials (e.g. periodicals). S/he shall develop and manage digital resources in the Library to ensure that these are used intelligently and with pupils' minds engaged.
- S/he shall promote and develop the use of the Library's ICT facilities to support pupils' learning within the learning resource provision.
- S/he shall contribute to learning programmes across the curriculum to develop research and independent learning skills, including the EPQ programme.
- S/he shall liaise with the Director of Sixth Form regarding the provision of Higher Education Advice to students and will assist with the proof-reading of final UCAS references.
- S/he shall provide guidance to users on the appropriate use of the internet and useful websites.
- S/he shall establish and deliver an induction programme for students relating to the Library facilities and encourage reading.
- S/he shall promote reading for pleasure through book displays, assemblies, book events and author visits, including activities for events such as National Poetry Day and World Book Day.
- S/he shall liaise with external agencies and establishments to ensure that maximum use is made of appropriate materials and information provided, for example, museums, charities, advisory services, careers and further/higher education institutions.
- S/he shall contribute to the review, evaluation and development of the School's learning resource provision (including digital resources) and make recommendations to the Assistant Head responsible for the Library and the Headmaster.
- S/he shall co-ordinate the putting up and maintenance of appropriate classroom, library and corridor displays.
- S/he shall supervise and provide support to individuals, groups and classes of students including those with special educational needs (SEND) ensuring their safety and access to learning activities, and encouraging them to become independent learners.

## **Administrative**

- S/he shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- S/he shall undertake responsibility for administration relating to all areas within her/his remit.
- S/he shall undertake responsibility for ensuring that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.
- S/he shall process, input, extract and analyse information from the School's database system/s as required.
- S/he shall ensure compliance with data protection regulations.
- S/he shall take minutes/notes in meetings as required and circulate associated information.
- S/he shall deal with correspondence promptly and as required.
- S/he shall ensure that financial procedures and activities are carried out within the department as required, for example, placing purchase orders and authorising invoices for payment.
- S/he shall manage stocktakes of all resources and equipment and ensure inventories are kept up-to-date.

## **General**

- S/he shall attend open days and evenings, School events and meetings with parents/carers and other professionals as required.
- S/he shall invigilate School and public examinations and tests as required.
- S/he shall supervise cover lessons for absent colleagues, as required.
- S/he shall escort students on educational visits and participate in extra-curricular activities as required.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake first aid training and responsibilities as required.
- S/he shall be responsible for the effective management of budgets within her/his remit.
- S/he shall keep abreast of developments and changes in her/his field and communicate to staff as appropriate.

The Librarian will work according to the terms of the letter of appointment. This role is term-time only plus Staff Development Days (39 weeks).

Revised February 2020  
Review February 2021



## WESTCLIFF HIGH SCHOOL FOR BOYS PERSON SPECIFICATION: LIBRARIAN

Essential	Desirable
<p><b>Qualifications and experience:</b></p> <ul style="list-style-type: none"> <li>• Educated to at least A Level standard with C/5 standard or equivalent in GCSE English and Mathematics.</li> <li>• Relevant professional qualification or experience, for example in librarianship, information management or information science.</li> <li>• At least one years' experience of working in a Library and/or information/resource centre.</li> <li>• Highly competent in the use of ICT, digital resources and software packages.</li> <li>• Experience in supervision and management.</li> </ul>	<p><b>Qualifications and experience:</b></p> <ul style="list-style-type: none"> <li>• Chartered member of CILIP.</li> <li>• Experience of working in a school, university or similar establishment.</li> </ul>
<p><b>Knowledge and skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students and colleagues.</li> <li>• Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</li> <li>• Ability to work constructively as part of a team, understanding School roles and responsibilities including own.</li> <li>• Ability to improve own practice/knowledge through self-evaluation and learning from others.</li> <li>• Managing and monitoring a budget, and providing required reports.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Can use ICT packages and equipment</li> </ul>	<p><b>Knowledge and skills:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of behaviour management strategies.</li> <li>• Good understanding of child development and learning processes.</li> <li>• Working knowledge of national requirements regarding the delivery of the curriculum and learning programmes.</li> <li>• Working knowledge of reader development initiatives and/ or programmes.</li> <li>• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation.</li> </ul>

Essential	Desirable
<p>effectively to support learning.</p> <ul style="list-style-type: none"> <li>• Knowledge and use of digital learning resources.</li> </ul>	
<p><b>Personal qualities:</b></p> <ul style="list-style-type: none"> <li>• Ability to use initiative and to prioritise one's own work and that of others even when under pressure.</li> <li>• Ability to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Ability to lead in collaboration with the School's Senior Team.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the School's ethos, aims and its whole community.</li> </ul>	